

QUARTERLY PERIOD: _____ Approved For Release 2003/11/06 : CIA-RDP85-00988R000300020071-0

<u>I. TYPES OF VEHICLES</u>	<u>Number of Assigned Vehicles</u>	<u>Number of GSA-Leased Vehicles</u>	<u>Total Miles Driven</u>
A. Subcompact/Compact Sedans, Station Wagons	_____	_____	_____
B. Midsize Sedans, Station Wagons	_____	_____	_____
C. Large Sedans, Station Wagons	_____	_____	_____
D. Trucks	_____	_____	_____
(1) Gasoline	_____	_____	_____
(2) Diesel	_____	_____	_____
E. Buses	_____	_____	_____
(1) Gasoline	_____	_____	_____
(2) Diesel	_____	_____	_____
TOTALS.....	_____	_____	_____

<u>II. FUEL CONSUMPTION</u>	<u>Gallons</u>	<u>Gasoline Cost</u>	<u>Gallons</u>	<u>Diesel Cost</u>
A. Dispensed from Agency pumps	_____		_____	
B. Purchased Commercially				
(1) Imprest Funds	_____	\$ _____	_____	\$ _____
(2) Credit Cards	_____	\$ _____	_____	\$ _____
C. GSA Interagency Motor Pool System	_____		_____	
TOTALS.....	_____	\$ _____	_____	\$ _____

☐ UNCLASSIFIED☐ INTERNAL
ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Quarterly Reporting of Vehicle Mileage and Fuel Consumption

FROM: James H. McDonald
Director of Logistics
2C02 ☐

EXTENSION

NO.

OL 0 1662

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Development
and Engineering
6B03, Hqs.2. Director of Sigint
Operations
7B24, Hqs.3. Director, NPIC
1S316, Bldg. ☐4. Director of Data
Processing
2D0105, Hqs.5. Director of Personnel,
Policy, Planning and
Management

6. 5E-13, Hqs.

7. Chief, Office of
☐

8. 6G2709, Hqs.

8. Director of Finance
616 Key9. Director, Geographic and Cartographic
Research
1232 Ames10. Director of Central Reference
Attn: Acquisition & Dissemination
Division

11. GH0922, Hqs.

12. Chief, Soviet East
European Division
5B4803, Hqs.13. Director, Office of
Current Operations
7F33 Headquarters

14.

15.

The attached request for quarterly vehicle mileage and fuel consumption data applies only to those Agency-assigned or leased vehicles of your component which are located in CONUS.

Also attached FYI is a memorandum to the DCI from the Administrator of GSA emphasizing the President's continuing deep concern to reduce gasoline consumption by at least 10 percent within all Federal Agencies.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Reporting of Vehicle Mileage and Fuel Consumption

FROM: James H. McDonald
Director of Logistics
2C02

EXTENSION

NO.

OL 0 1662

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director,
1005 Key
2. Director of Technical Service
212 South Building
3. Director of Security
GE31 Headquarters
4. Director of Training
936 C of C
5. Chief, Operations Support Group
1E4846 Hqs.
6. Director of Communications

7.
811 Key

- 8.

- 9.

- 10.

- 11.

- 12.

- 13.

- 14.

- 15.

The attached request for quarterly vehicle mileage and fuel consumption data applies only to those Agency-assigned or leased vehicles of your component which are located in CONUS. To facilitate reporting, it is suggested that feeder input from your various activities be combined and consolidated into one overall report for submission to the Plans and Programs Staff, OL on a quarterly basis.

Also attached FYI is a memorandum to the DCI from the Administrator of GSA emphasizing the President's continuing deep concern to reduce gasoline consumption by at least 10 percent within all Federal agencies.

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Approved For Release 2003/11/06 : CIA-RDP85-00988R000300020071-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

QUARTERLY REPORTING OF VEHICLE MILEAGE AND
FUEL CONSUMPTIONFOR COMPONENTS HAVING
MORE THAN ONE ACTIVITY
WITH ASSIGNED OR
LEASED VEHICLESFROM: JAMES H. McDONALD
DIRECTOR OF LOGISTICS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

STAT 1. DIRECTOR, [REDACTED]
1005 KEY BLDG. ✓

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2. DIRECTOR OF TECHNICAL SERVICE
212 SOUTH BLDG. ✓3. DIRECTOR OF SECURITY
GE 31 HQS. ✓4. DIRECTOR OF TRAINING
936 C of C BLDG. ✓5. CHIEF, OPERATIONS SUPPORT GROUP
OS 1E 4846 HQS. ✓

6. DIRECTOR OF COMMUNICATIONS

STAT 7. [REDACTED]
811 KEY BLDG. ✓

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☐ SECRET☐ CONFIDENTIAL☐ INTERNAL
USE ONLY☐ UNCLASSIFIED

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

QUARTERLY REPORTING OF VEHICLE MILEAGE AND FUEL CONSUMPTION

FOR COMPONENTS WITH ONLY ONE ACTIVITY WITH ASSIGNED OR LEASED VEHICLES

FROM: JAMES H. McDONALD
DIRECTOR OF LOGISTICS

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED FORWARDED

1. DIRECTOR OF DEVELOPMENT, ENGINEERING
6B03 HQS.

2. DIRECTOR OF SIGINT OPERATIONS
7B24 HQS.

3. DIRECTOR, NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER
1S 316 BLDG

4. DIRECTOR OF DATA PROCESSING
2D0105 HQS.

5. DEPUTY DIRECTOR OF PERSONNEL, POLICY, PLANNING AND MANAGEMENT
5E 13 HQS

6. [REDACTED]
GG 2709 HQS.

7. DIRECTOR OF FINANCE
616 KEY BLDG.

8. DIRECTOR, GEOGRAPHIC & CARTOGRAPHIC RESEARCH
1232 AMES BLDG.

9. DIRECTOR OF CENTRAL REFERENCE
ATTN: ACQUISITION & DISSEMINATION DIVISION
2E 6104 HQS.

10. CHIEF, SOVIET EAST EUROPEAN DIVISION
5B 4803 HQS.

11. DIRECTOR, OFFICE OF CURRENT OPERATIONS
7F 33 HQS.

12.

13.

14.

15.

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